



Memorandum

Bureau of the Public Debt

Date: April 18, 2003

To: Criminal Investigator Selectee

From: Sheryl Smith, Security Specialist Security Branch

Subject: Tentative Offer of employment as a Criminal Investigator

A requirement of employment with HUD/OIG as a criminal Investigator is passing a pre-employment physical. HUD/OIG has a contract with Federal Occupational Health (FOH) to meet this requirement. As soon as you receive this paperwork and a tentative job offer from the hiring official, please phone Jeanette, FOH at (301) 594-4887. If you reach her voice mail, please leave a message containing the following information:

- Your name (please spell out the name);
- Your location: City and State;
- A work phone number;
- A home phone number; and
- A cell phone number.

This information can also be faxed to FOH at (301) 594-4991 with the attached [FAX](#) cover sheet.

FOH will contact you with the location of the clinic in your area that you will need to contact and schedule an appointment. Please make this a priority, as this is a lengthy process. If you have not been contacted within two days after your initial phone call to FOH, please notify one of the ARC employees below.

In your hiring package there is a Drug Testing Chain of custody (COC) with a list of clinics, please take the COC to a listed local clinic for your drug test within 48 hours. Please read the attached [HUD-OIG Random Drug Testing Memo](#) and sign the Acknowledgement Notice and return in the self-addressed enclosed envelope.

Your cooperation is greatly appreciated. If you have any questions, please phone one of the following ARC employees:

Sheryl Smith at (304) 480-7363;
Sandra Wagner at (304) 480-7992; or
Ted Mowrer at (304) 480-7509.